UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

For: State and County Offices

FSA Geodata Toolset 2.2

Approved by: Deputy Administrator, Farm Programs

1   Overview

A   Background

Before common land unit (CLU) data can be certified for use as official USDA datasets, State and County Offices must be assured that CLU line work is correct and that all attributes associated with the layer are entered accurately. Refer to 2-CP, paragraph 501 for procedure on certifying CLU's.

A new FSA Geodata Toolset 2.2 is now available to assist County Offices with CLU certification process. The FSA Geodata Toolset incorporates some existing buttons from the maintenance toolbar and provides new functionality.

There are buttons currently available to assist County Offices with reviewing and updating CLU layer. These buttons are in:

- CLU Maintenance Toolbar 5.5.1
- CLU Cropland Acres Tool 1.1.

The use of FSA Geodata Toolset is optional. However, because of the increased efficiencies of the toolset, it is recommended for all County Offices that have not certified their CLU. SED or State GIS Coordinator/Specialist shall determine whether County Offices shall use the tool. The tool has been developed to further automate the certification or maintenance process and is not designed to replace current FSA GIS tools. CLU Maintenance Toolbar 5.5.1 and FSA Geodata Toolset must be loaded on the same workstation but can not be opened in the same ArcView 3.x project.

FSA Geodata Toolset is designed to run only in County Offices still using ArcView 3.x to certify and maintain CLU shapefiles. County Offices using ArcGIS cannot use this FSA Geodata Toolset.

Disposal Date	Distribution
December 1, 2005	State Offices; State Offices relay to County Offices

1   Overview (Continued)

B Purpose

This notice provides:

- State and County Offices with notification that a new ArcView 3.x toolbar is available to assist with County Office CLU certification

- workstation requirements for installing and using the tool

- action to be taken by State and County Offices

- instructions for loading FSA Geodata Toolset and user guide

- instructions for viewing the training videos that accompany the tool

- contact information for assistance with loading and using the tool

- information on reformatting object database (.obd) labeling files.

2   Action

A ITSD-KC Action

ITSD-KC has mailed SED or State GIS Coordinator/Specialist the compact disk (CD) that contains the ArcView 3.x extension files (AVX), user guide, and training videos for FSA Geodata Toolset.

Note: Because of large file sizes, this tool, user guide, and training videos are better distributed in a CD format.

B State Office Action

State Offices shall:

- review all functions of FSA Geodata Toolset before releasing CD to County Offices

- determine whether any County Offices have a need for FSA Geodata Toolset

- create and provide copies on CD, of FSA Geodata Toolset, training videos, and user guide to any County Offices, as needed.

Note: State Office's can request additional CD's for distribution, if needed, as described in subparagraph 4 A.

2   Action (Continued)

C   County Office Action

County Offices shall:

- follow instructions in subparagraph 3 B to load FSA Geodata Toolset from CD provided by the State Office

- follow instructions in subparagraph 3 C to review the user guide and subparagraph 3 D to view all training videos before attempting to use FSA Geodata Toolset

- use FSA Geodata Toolset to assist in completing all requirements in 2-CP, paragraph 501 for certifying CLU layer.

3   Loading the FSA Geodata Toolset 2.2

A   Workstation Requirements

ArcView 3.x must be installed on the workstation before FSA Geodata Toolset can be loaded and used. In addition, ArcView 3.x CLU Maintenance Toolbar 5.5.1 must be installed on the same workstation FSA Geodata Toolset will be used.

To run the training videos, the computer's speakers must be working and the workstation must have access to the Internet.

Note: Local administrative privileges are required to load FSA Geodata Toolset and user guide, but are not required to view the video files on CD.

B   Loading the FSA Geodata Toolset

Instructions for installing FSA Geodata Toolset are provided in the transmittal notice provided with CD from ITSD-KC.

C   Loading the FSA Geodata Toolset User Guide

Instructions for installing FSA Geodata user guide are provided in the transmittal notice provided with CD from ITSD-KC.

Note: After the user guide is installed on the workstation it can be printed for users as needed.

3   Loading the FSA Geodata Toolset (Continued)

D Viewing the Training Videos

Training videos are provided on CD so that users can become familiar with FSA Geodata Toolset buttons and functionality. County Office employees who will be using this tool shall view all the training videos before using FSA Geodata Toolset. The training videos provide an audio and video demonstration of how FSA Geodata Toolset works. No additional software is needed to view and hear the videos as they are accessed through the Internet.

All training videos shall be viewed from CD provided to the State Offices from ITSD-KC according to the following table.

Step	Action
1	Place CD provided by the State Office into CD drive (D:\ drive).
2	Open Windows explorer: • right-click on "My Computer" icon • click on "Explore".
3	On the left side of the screen, click "Geodata Toolset (D:)".
4	On the left side of the screen, click "Demonstration_Videos" folder.
5	On the right side of the screen, double-click on one of the following "*.html" documents to view the training video: • Attributes_QC • Editing • Introduction • Printing • Rectified_Maps • Utilities.
7	Internet Explorer will open and the training video will automatically start. **Note:** Make sure the workstation speakers are turned on to listen to the narration that goes along with the video.
8	Repeat steps to view all available training videos.

4   Technical and Program Procedure Assistance and File Labeling

A Contact Information

State Offices shall direct technical problems or questions about FSA Geodata Toolset to the National help desk at 800-255-2434. Program procedure questions related to FSA Geodata Toolset and additional CD requests shall be directed to **todd.anderson@wdc.usda.gov** in the National Office.

Note: County Offices shall direct all questions to the State Office.

4   Technical and Program Procedure Assistance and File Labeling (Continued)

B   Labeling

If any labeling was done using the "Theme Definition" button, part of CLU Utilities 6.2.2, FSA Geodata Toolset will automatically reformat ODB labeling file to be compatible with the new tool. This process may take from few minutes to more than an hour, depending on the size of your ODB label file. Reference FSA Geodata Toolset user guide for further details and always back up the data before any ODB label file reformatting.

Windows XP screensaver interrupts ArcView 3.x and FSA Geodata Toolset ODB label file reformat process. To prevent the screensaver from coming on, move the mouse from time to time.

Note: If the screensaver comes on and Windows XP logs the user off, the reformat will be unsuccessful but the original ODB label file will not be damaged. The user will need to log back in and repeat the process until a successful reformat occurs.